

## Capital Needs Assessment (CNA) e-Tool Operational Bulletin 2017-03

TO: CNA e-Tool Stakeholders

SUBJECT: CNA e-Tool Update

### 1. What's the purpose of this bulletin?

HUD successfully completed CNA e-Tool system release 1.2a.1 that resolved a few minor technical issues that were identified since the last release in April.

### 2. Updates to the CNA e-Tool Web Page

- i. The improved Assessor Tool Excel Sheet (CNA 1.2 V4) is now available and is required if you are assessing a property in the New England Region where the zip code starts with zero. Other submissions that were sent using CNA 1.2 V3 are still acceptable, but we recommend this latest version for all submissions moving forward. The latest version of the Assessor Tool can be found [here](#).
- ii. The CNA e-Tool Listserv is now available; [sign up here](#) for notifications.
- iii. Recorded webinars and tutorials were compiled to assist users in learning to navigate the CNA e-Tool and all the components. They have been posted [here](#).
- iv. Sample CNA documents of a completed submission are now available. These include a completed Assessor Tool, Flag Notes for the Submitter, a Seismic Activity Report, and a HUD Custom SEP Report. You can find the sample CNA documents [here](#).
- v. Updated Internal User Manual and User Access Guide that provides minor updates to prior guidance can be found on the CNA e-Tool home page [here](#).
- vi. The Estimated Useful Life Table (EUL) can be found [here](#).

### 3. What should users do?

Effective immediately, users may start submitting CNAs using the CNA e-Tool. All functions of the tool useful for editing and perfecting a CNA are available now. Lenders are encouraged to [get an M ID here](#) to log into the system and begin validating, editing and submitting CNA's for HUD's review. A variety of training materials have been (or are being) created and posted [here](#) for both lenders and assessors to get familiar with the tool.

4. Whom should I call for further information?

For further technical information, please email [CNATool@hud.gov](mailto:CNATool@hud.gov).

For user access issues, please email [CNAAccess@hud.gov](mailto:CNAAccess@hud.gov).